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United States
Environmental Protection
Agency

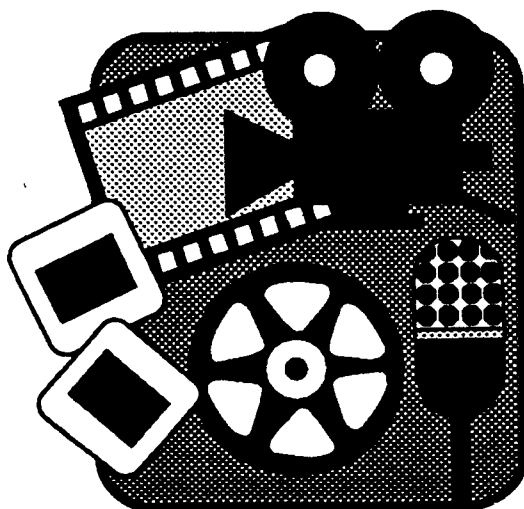
Administration And
Resources Management
(PM-211A)

EPA 220-B-92-006
March 1992



Access To Audio-Visual Collections

Videotapes In The EPA Headquarters Library



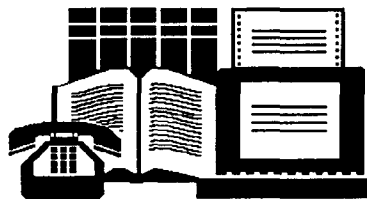
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ACCESS TO AUDIO-VISUAL COLLECTIONS

VIDEOTAPES IN THE HEADQUARTERS LIBRARY

MARCH 1992

EPA Headquarters Library
Information Access Branch
Information Management and Services Division
Office of Information Resources Management



*Your next
great idea
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Library*

PM-211A Room M2904
401 M Street, SW
Washington, DC 20460
(202) 260-5922

U.S. Environmental Protection Agency
Region 5, Library (PL-12J)
77 West Jackson Boulevard, 12th Floor
Chicago, IL 60604-3590

Introduction

This guide to videotapes at the EPA Headquarters Library provides EPA staff with a one-stop reference to all four video collections.

EPA Headquarters staff: Videotapes may be held on reserve for up to two days. Videos circulate for one day, with one-day renewal possible. Tapes must be picked up and returned personally by the borrower; they must not be returned through inter-office mail.

EPA regional and laboratory staff: Please ask your on-site library to reserve or borrow Headquarters Library videos. Regional and laboratory libraries may borrow tapes for three weeks, provided there are no prior reservations for the tapes.

Special requests: Videotape reservations for special workshops, seminars or retreats should always be made as far in advance as possible to avoid conflicts. Any requests to extend the normal circulation period must be approved by library staff.

For more information: contact the Headquarters Library Audio/Visual coordinator at (202) 260-5922.

Note: Unless otherwise indicated, all tapes are in 1/2-inch, VHS format.

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ENVIRONMENTAL COLLECTION

Asbestos Air Monitoring

Selection Productions, 1987 (38 minutes)

Air monitoring is a crucial part of assessing and controlling asbestos hazards in building spaces. This program provides an overall orientation to the equipment and procedures involved in the collection and analysis of air samples. It was produced in and around a major asbestos testing laboratory in New Jersey.

Car Smart

Atlantic Richfield Co., 1990 (23 minutes)

Car Smart is a film designed to teach high school and junior high school students about the harmful effects of auto pollution. The program discusses how students can individually reduce the toxic pollutants emitted from their cars every day.

Causation and Causal Inference in Epidemiology

U.S. EPA Institute, 1987

Cooperation Across Boundaries: The Acid Rain Dilemma

By Ann Carol Grossman and David A. Smith
Umbrella Films (32 minutes)

Smith and Grossman examine the relationship between two industrial powers and the effect of U. S. and Canadian attempts to solve the acid rain problem afflicting both countries.

Disaster Recovery in Motion

U.S. Environmental Protection Agency, 1989

EPA: An Overview

U.S. Environmental Protection Agency, 1984
(22 minutes, 3/4-inch tape)

Originally intended for use by library interns, this large-format tape provides a look at the Environmental Protection Agency and the EPA Library.

Epidemiology

U.S. EPA Institute (1 hour 45 minutes)

Floatables Problem: New York City Area

U.S. Environmental Protection Agency, 1988
(13-1/2 minutes)

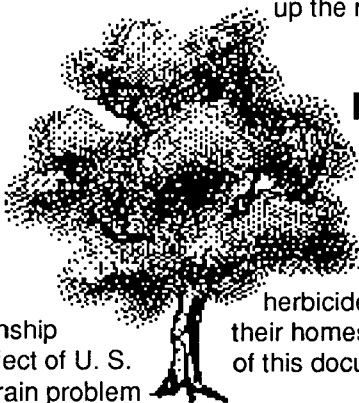
Graphic Exposure Modeling System

U.S. Environmental Protection Agency, 1985
(8 minutes, 3/4-inch tape)

The Great Lakes: Troubled Waters

Produced by the Canadian Broadcasting Corp.
Umbrella Films (48 minutes)

First shown on CBC, the program looks at pollution in the Great Lakes and efforts that are underway to clean up the region.



Herbicide Trials

Umbrella Films, 1987 (48 minutes)

Residents of Cape Breton, Nova Scotia used the legal system to try to stop a paper company from initiating a herbicide spraying program on forest land near their homes. The story of their efforts is the subject of this documentary.

I Need the Earth and the Earth Needs Me

Narrated by Colleen Dewhurst
General Motors Corp., 1990 (20 minutes)

Designed for the nation's schoolchildren, this educational video delivers the message that the earth is our home. All living things on earth depend on each other, and all need a quality environment.

In Partnership With Earth: Pollution Prevention for the 1990s

Versar, Inc., 1990 (57-1/2 minutes)

Explaining the importance of humans learning to live in harmony with nature, this video stresses the importance of pollution prevention, waste minimization, and recycling.

Less is More: Pollution Prevention is Good Business

U.S. Environmental Protection Agency (23 minutes)

An Overview of the PMN (Premanufacturing Notice) Process

With Cleland Hamnett

U.S. Environmental Protection Agency (14 minutes, 3/4-inch tape)

PCBs Regulations for Risk Management

U.S. Environmental Protection Agency, 1985
(32 minutes, 3/4-inch tape)

Pointless Pollution: America's Water Crisis

Narrated by Walter Cronkite

Lower Colorado River Authority, 1989 (29 minutes)

Cronkite provides examples of nonpoint source water pollution problems throughout the country and measures that are being taken to address these problems.

Pollution Prevention: The Bottom Line

Coastal Video Communications Corp., 1990
(24 minutes)

Saving the Ozone Layer Conference Compilation

Central Office of Information, London

Toxic Substances Control Act

DuPont, 1989 (44 minutes, 3/4-inch tape)

Divided into two parts, the program deals with the Toxic Substances Control Act enacted in 1976. The first part is an overview report of the act; the second part offers a quiz to determine how well you know the act.

The Valley Green

By Jeff Farber

Umbrella Films, Inc. (28 minutes)

Tour the Wissahickon Creek and surrounding "green space" as it winds through the Philadelphia area. The video focuses on what is being done to keep the "green space" green and developers out of the creek valley.

Warnings on the Wind

By the Center for Environmental Study, Grand Rapids (MI) Junior College

Media Services (28-1/2 minutes)

Specifically focusing on the Great Lakes region of the United States, this presentation examines how toxins have invaded the earth's atmosphere. Scientists, ecologists and policy makers describe how these toxins are now harming the earth's ecosystem.

The Wealth in Wetlands

National Association of Conservation Districts, 1991
(23 minutes)

This cooperatively-produced video includes interviews with five farmers who believe there is a place for wetlands on their farms. Each explains personal convictions on the values of wetlands, in terms of both the farming operation and personal satisfaction. Also included are brief overviews of wetlands losses, restoration methods, and sources of help in wetlands conservation and resources in the United States.

What if We Could Start Over?

by Dale Robertson.

U.S. Forest Service, 1988 (40 minutes)

Adapted from a speech given at EPA on June 17, 1988, by Dale Robertson, Chief of the U.S. Forest Service, the program documents how his agency is caring for the land and serving people with renewed commitment and re-directed energy. It describes how the Forest Service initiated a program directed at improving organizational effectiveness by capitalizing on the real strength of the organization, the people who work there.

Wrench Tectonics in the Chuckchi Sea

TCS Video Production Center, 1990 (29 minutes)

INFORMATION RESOURCES MANAGEMENT COLLECTION

Computer Security: Make the Commitment

U.S. Office of Personnel Management, date unknown
(14 minutes)

Computer System Security: Access Control

National Computer Security Center, 1987 (17 minutes)

Computer System Security: Access - The Ins and Outs

National Computer Security Center, 1987 (20 minutes)

Data Security: Be Aware or Beware

Commonwealth Films, Inc., 1984 (19 minutes)

The purpose of this presentation is to provide viewers with some insight about data security — responsibility and accountability for following good security controls and practices. The video presents a series of situations a user could encounter during use of computing resources, and procedures to protect data.

The Domestic Information Display System: EPA Applications

U.S. Environmental Protection Agency, 1970 (16 minutes, 3/4-inch tape)

Information Security: Protecting Our Major Asset

Southwestern Bell Telephone, 1985 (43 minutes)

MacAcademy - Advanced Mac Operating Techniques

Florida Marketing International, Inc., 1989 (1 hour 48 minutes)

Subjects featured in this program include the font/DA mover, desk accessories (DAs), system updates, updating printer drivers, creating good computer habits, disk first aid, rebuilding desktop file, clearing parameter RAM, disk fragmentation, and undeleting files.

MacAcademy - Hypercard Tips & Techniques

Florida Marketing International, Inc., 1989 (1 hour 52 minutes)

Using the Apple Hypercard system is this video's subject. It discusses cards, stacks, buttons, fields, backgrounds, GO menus, tool menus, creating new stacks, creating fields, copying buttons, using buttons with graphics, link commands, and hypertext scripts.

MacAcademy - MacIntosh - The Basics - Part 1

Florida Marketing International, Inc., 1989 (1 hour 46 minutes)

Topics presented in this video include basic computer components, start-up disks, desk top, clicking and dragging icons, windows, close and zoom boxes, scroll bars, menus, desk accessories, the alarm clock, the calculator, the chooser, the control panel, the find-files command, key caps, the scrapbook, the trash can, the special menu, initializing, copying and ejecting disks, and loading programs on hard disks.

MacAcademy - MacIntosh - The Basics - Part 2

Florida Marketing International, Inc., 1989 (1 hour 29 minutes)

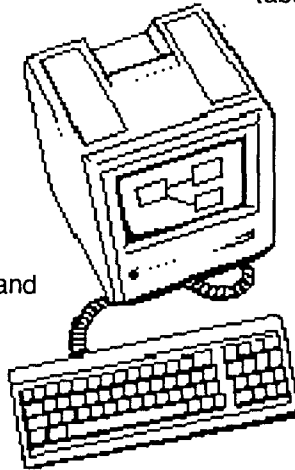
Continuing where Part One in this series left off, this presentation describes files, programs, systems,

documents, utility programs, common program functions, hierarchical filing systems, printing, desktop organization, templates, multi-finder, and how to make backups of files.

MacAcademy - MacWrite II - Latest Version - Tape 1

Florida Marketing International, Inc., 1989 (1 hour 46 minutes)

This video presents the first of a two-part session about MacWrite II, including program tips, page set-up, using rulers, formatting, printing, creating new documents, tab set, selecting, changing styles, spacing, setting preferences, setting indents and margins, paragraph formatting, correcting edit, copying text, and the find/change function while operating in MacWrite II.



Florida Marketing International, Inc., 1989 (1 hour 42 minutes)

Again looking at PageMaker 4.0 functions, this tape deals with PageMaker preferences, shadow boxes, dropping caps, in-line graphics, insertion of pages, text options, leading/kerling, pulling quotes, forced justification, text rotation, paragraph options, editing tables and manual kerning.

MacAcademy - PageMaker - Version 4.0 - Tape 3

Florida Marketing International, Inc., 1989 (1 hour 47 minutes)

The last in the series of three MacAcademy tapes on PageMaker 4.0, this video looks into the story editor, spell checker, search/replace, style sheets, new styles, image control, text wrap, color options, printing options, saving options, linking feature, help section and templates.

MacAcademy - MacWrite II - Latest Version - Tape 2

Florida Marketing International, Inc., 1989 (1 hour 50 minutes)

The conclusion of a two-part MacWrite II course features program tips, reformatting, editing of text, spell checking, editing headers and footers, using page/paragraph functions, creating custom styles, selecting tab fill, working with graphics and dictionaries, using word finder and auto hyphenation, flowing text, and creating a mail merge and labels.

MacAcademy - PageMaker - Version 4.0 - Tape 1

Florida Marketing International, Inc., 1989 (1 hour 47 minutes)

A three-part video training course for PageMaker 4.0 and functions such as desktop publishing, creating a document, margins/page options, working with page views, ruler/guides, master pages, column guides, the tool box, headlines, graphics, reverses, text, and text blocks/strings.

MacAcademy - PageMaker - Version 4.0 - Tape 2

MacAcademy - Paints & Draws

Florida Marketing International, Inc., 1989 (1 hour 37 minutes)

Use this video to learn about paint & draw functions and programs such as tool palettes, graphic creation, screen dumps, the clipboard, grouping graphics, paint special-effects, draw special-effects and proof prints.

MacAcademy - Quicken

Florida Marketing International, Inc., 1989 (1 hour 53 minutes)

Learn more about the following Quicken operations: checks, checking accounts, menus, the checkbook, check art, printing checks, check tabs, entering categories, transactions, deposits, group entry, bank accounts, reconciling the checkbook, transaction reports, budget reports, receivables and find data.

MacAcademy - Quark XPress - Latest Version - Tape 3

Florida Marketing International, 1989 (1 hour, 26 minutes)

Part three of a course focusing on XPress, the tape covers tracking, kerning, advanced paragraph format,

auxiliary dictionaries, eliminating windows, printer calibrations, Adobe screen values, color graphics, high resolution output, printer options, color modeling, the Adobe type manager, and type alignment.

What is the National Computer Center?

U.S. Environmental Protection Agency (21 minutes)

The EPA's National Computer Center (NCC) is the featured topic of this introductory video. The overview provides a glimpse of the Center's purpose and function: how it serves its users.

Video Summary of the National Environmental Information Conference - Kansas City, 1989

MANAGEMENT COLLECTION

The Abilene Paradox

(Based on an article by Jerry B. Harvey)
CRM McGraw-Hill Films, 1984 (27 minutes)

Harvey makes a case for the importance of proper management of agreement in organizations. The central idea is that mismanaged agreement is as dangerous to organizational effectiveness as excessive conflict since it can lead the organization toward inappropriate goals. Mismanaged agreement occurs when participants in a group decision acquiesce without communicating their reservations to others in the group.

Achieving Excellence

By Lou Heckler
Career Track, 1986 (60 minutes)

In four segments, this video teaches excellence-oriented management: 1) creating quality, 2) productivity thorough people, 3) making things happen, and 4) personal excellence.

All Change: Change for the Better

By Connal Vickers
Video Arts, Inc., 1988 (29 minutes)

John Cleese stars in this half of the two part "All Change: The Management of Change" video series that illustrates that change must be built into the heart of any organization. The video features three managers who fail to plan ahead, to make changes or to respond to changes which will be forced on them by competition, technology or the market. Each is visited

by H. G. Wells in his Time Machine. In this video Wells shows each manager two alternative futures.

All Change: The Shape of Things to Come

By Connal Vickers
Video Arts, Inc., 1988 (20 minutes)

In the second half of the two-part "All Change: The Management of Change," John Cleese continues illustrating that change must be a central value of any organization. H. G. Wells pays a second visit in his time machine to three formerly-change-resistant managers to see the impact of their new attitudes.

Bolero

By Maurice Ravel
Pyramid, 1973 (26 minutes)

Using the orchestra-and-conductor as a model of an effective organization, this video shows Zubin Mehta conducting the Los Angeles Philharmonic Orchestra in a performance of Ravel's "Bolero" and illustrates individuals with their own problems and pleasures in their craft in contrast to their careers as members of a productive team.

Brain Power

(Based on the book by Dr. Karl Albrecht)
Narrated by John Houseman
MTI Film & Video, 1982 (12 minutes)

Houseman discusses Albrecht's three key principles of perception: recognition (attention to details),

interpretation (allowing room for ambiguity), and expectation (unlimited expectations).

Building the One Minute Manager Skills

By Kenneth Blanchard
(Based on the book by Kenneth Blanchard and Spencer Johnson)
CBS/Fox Video, 1985 (48 minutes)

Dr. Blanchard put the ideas of *The One Minute Manager* into the universal language of films. Using classic footage from such greats as *Star Wars*, *12 o'clock High* and *Young Frankenstein*, Dr. Blanchard shows the skills of *The One Minute Manager* in action.

The Case of the Missing Person

CRM McGraw-Hill Films, 1983 (15 minutes)

Using a case study format to explore the effect of a manager's expectations on the performance of an employee, this video points out the importance of a manager's positive attitude.

The Case of Working Smarter, Not Harder

CRM McGraw-Hill Films, 1983 (15 minutes)

This video describes one manager's development from an overworked, compulsive problem solver to an innovator whose unique system draws public attention. It focuses on delegation of authority, decision making, planning, employee development, time management and team development.

Clear as Mud

CRM Films, 1979

Animation and puppetry are used to highlight important points about communication with a special emphasis on the importance of speaking clearly so as to be understood.

Communicate and Win Win Win

JWA/Encoders, 1989 (48 minutes)

All successful managers are successful communicators. Seven key communication topics are highlighted in this video. They are: 1) Persuading people to accept your ideas, 2) Using the telephone, 3) Providing dynamic leadership, 4) Listening for increased productivity, 5) Conducting effective meetings, 6) Making winning presentations and 7) Getting the most of your writing.

Communication: The Nonverbal Agenda (rev. ed.)

By Kirby Thomas
CRM McGraw-Hill Films, 1988 (20 minutes)

A great deal of communication is carried in non-verbal channels. This video presents an overview of the field of nonverbal communication: tone of voice, posture, facial expression, gestures, use of space, eye contact, and body movement.

Conducting a Performance Appraisal

Management Basics in Action series.
MTI Film & Video, 1985 (13 minutes)

The program discusses one of the fundamental tasks of management, covering the principal points to be included in a performance appraisal with particular emphasis on future goals and objectives.

Conducting a Salary Discussion

Management Basics in Action series.
MTI Film & Video, 1985 (10 minutes)

Dealing with one of the fundamental tasks of management, this video focuses on conducting salary discussions with employees. Forthrightness is required to make sure that it is clear to the employee that salary changes are related to performance.

Conducting a Termination

Management Basics in Action series.
MTI Film & Video, 1985 (7 minutes, 31 seconds)

Emphasizing the importance of documentation and previous disciplinary actions, this video discusses the proper steps to be taken in a termination, one of the fundamental tasks of management.

Creating Excellence

(Based on a book by Craig R. Hickman and Michael A. Silva)

MTI Film & Video, 1987 (66 minutes)

Rather than telling people what to do, this video lets them live through the process as experienced by a fictional company. A management consultant re-creates the company's months-long mission to create excellence.

The Customer is Always Dwight

By Sara Rowe

Video Arts Inc., 1989 (22 minutes)

The message of this video is achieving 100% quality in all areas of work; not just production but sales, accounts, distribution, administration — every department or section of the organization. Our guide Dwight uses three companies to illustrate his morals of quality and process management; Supermarvellex Inc., Gisco, and Worldwide Nut Company.

Decisions-Decisions

By Tina Tietjen

Video Arts, 1978 (28 minutes)

John Cleese plays a manager who has been put in charge of moving his company to a new building. Everything has gone wrong. He is taken, by flashbacks, through the stages of the office-move and is shown how he ignored or neglected all the basic principles of good decision making.

Defining the Job

Management Basics in Action series.

MTI Film & Video, 1985 (9 minutes)

Illustrating a basic task of management, this program notes that poor performance can often be traced to not knowing what the boss expects. Once the job is clearly defined, it can be used as a later measure of performance and as a basis for more formal discussions should future problems arise.

Delegating

CRM McGraw-Hill Films, 1981 (28 minutes)

This video discusses the importance of managers' ability to delegate and provides some basic steps to aid the manager in easing the workload, improving the finished product and building a stronger and more efficient department through delegation.

Discovering the Future: The Business of Paradigms

Charthouse Learning Corp., 1989 (30 minutes)

What is a paradigm and what is its role in management? *Discovering the Future* discusses paradigms as they relate to a set of rules and regulations through which we see the world. The program explains modern-day paradigms of the business world and how we can pass beyond these boundaries to establish new ones for the future.

Discussing Career Goals

Management Basics in Action series.

MTI Film & Video, 1987 (11 minutes)

This discussion of a basic management task focuses on the importance of the manager's role in clarifying what a certain job requires. A successful career goal discussion requires a keen knowledge of both organizational needs and an employee's capabilities.

Excellence in the Public Sector

By Toody Healy

Enterprise Media Inc., 1989 (53 minutes)

Tom Peters presents five case studies of management excellence at work in the public and not-for-profit sectors of the economy. The organizations in this program focus on people-oriented management, with an emphasis on customer service, people involvement, and quality. The managers in the film inspire, reward, and lead workers to outstanding levels of productivity.

Finding Time

CRM McGraw-Hill Films, 1980 (28 minutes)

Managing a schedule properly can be challenging. This program discusses some of the reasons why

personal and organizational time scheduling is so difficult and gives some guidelines for effective time management.

Getting Things Done: Mastering Goals, Priorities and Time-Wasters

By Edwin Bliss

CareerTrack Publications Inc., 1989

Now on video, CareerTrack's live version of "Getting Things Done" addresses dozens of commonly asked time-management questions. In Volume One, Ed Bliss, a popular author and speaker, gives specific advice on getting more done in a day. His topics range from setting goals and defining priorities to increasing personal energy and hour-by-hour output.

Getting Things Done: Mastering Paperwork, Deadlines and Delegation

By Edwin Bliss

CareerTrack Publications Inc., 1989

Time's slipping away. Stop the clock . . . and take a moment to learn Ed Bliss' tried-and-true, time saving strategies on Volume Two of CareerTrack's live video seminar "Getting Things Done." You'll learn how to focus on the "big picture" — and assure your long-term goals get done. You'll discover the common pitfalls of too much paperwork, bottlenecks and meeting multiple deadlines.

Giving Positive Feedback

Management Basics in Action series.

MTI Film & Video, 1985 (7 minutes)

Taking time to tell someone they did a good job will pay off in continued good performance. This installment of a series dealing with basic management tasks discusses the importance of recognizing a job well done.

The Greatest Management Principle (GMP) in the World

Hosted by Michael LeBoeuf

MTI Film & Video, 1985 (13 minutes)

LeBoeuf presents "the greatest management principle"

— The things that get rewarded, get done — and provides strategies for implementing it. Encouraging entrepreneurship, boosting productivity, fostering teamwork and cooperation, and rewarding excellent work performance are all components of LeBoeuf's theory.

Handling Personal Problems

Management Basics in Action series.

MTI Film & Video, 1985 (10 minutes)

This review of a basic management task discusses how to deal with an employee's personal problems such as excessive drinking, drug abuse or serious economic or family trouble. A manager's responsibility in such situations is to offer an opportunity to seek outside help, with the implication that failing to do so will result in termination.

The Helping Hand: Coaching Skills

By Myles Downey

Video Arts, Inc., 1990 (38 minutes)

"The Helping Hand" presents the essentials of coaching in an easy to understand manner. It outlines the benefits and process of coaching an employee. It is divided into two parts. The first part addresses the question "Why Coach?", and the second is concerned with "How to Coach." In both sections there are three characters; an employee who is to be coached, a manager who does the coaching, and a presenter who guides and supports the manager.

How to Define Goals and Objectives

McGraw-Hill Training Systems, 1986 (18 minutes)

The subject of this program is a discussion of the clearly defined goals that enable organizations to focus on the effective use of resources and to chart a course for future development. Defining goals and objectives is a continuous process that requires a high degree of skill from each member of the organization.

How to Get Results with People

By Jeff Salzman

CareerTrack Publications Inc., 1987 (105 minutes)

Business transfer Jeff Salzman describes techniques to use in interpersonal relations. His topics cover message content and ego, building support, use of

power and visibility, selling ideas, and how to deal with conflict and criticism.

How to Influence Motivation

CRM McGraw-Hill Films, 1986 (31 minutes)

With this tape, managers can learn how to foster employee motivation at three crucial stages of job performance: before a new task is begun, while the task is in progress, and after a task has been completed.

How to Lead Effectively

CRM McGraw-Hill Films, 1986 (19 minutes)

The selection of an appropriate leadership style is the key to using power effectively. The four leadership styles modeled in this program are *directing*, *consulting*, *delegating* and *participating*.

How to Solve Problems

CRM McGraw-Hill Films, 1986 (22 minutes)

The focus of this tape is the presentation of a systematic step-by-step method of problem solving that allows the manager to apply both logic and creativity to the problem solving process.

Humor is Not a Luxury

Video Arts Incorporated, 1989 (40 minutes)

John Cleese illustrates that humor, far from being a luxury, is an essential ingredient of business life that makes an organization more competitive and open to change. If work is fun, employees will enjoy their work and work more effectively. Humor can facilitate learning, change people's behavior, and help release stress.

I Told Them Exactly How to Do It

CRM McGraw-Hill Films (11-1/2 minutes)

An animated film about the manager in every company who is having communication problems with both his employees and his boss.

Idea Power

(Based on the writings of Dr. Karl Albrecht)

Narrated by Vincent Price

MTI Film & Video, 1985 (16 minutes)

Price conveys the work of Albrecht, discussing the ability to create, combine and explain new ideas and showing that it is a learned skill. Ideas have the capacity to transform problems into solutions; thus by using thinking skills, many complex problems may be solved.

If You Really Want to Get Ahead

By Dr. Don Bagin

JWA/Encoders, 1989 (45 minutes)

If you really want to get ahead, this video describes eight strategies: 1) getting along with others, 2) promoting yourself, 3) gaining and using power, 4) being remembered by the right people for the right things at the right time, 5) coping with criticism, 6) rating your management skills, 7) making yourself indispensable, and 8) improving morale.

Imagineering: Team Up to Think Up New Ideas

(Based on the book by Michael LeBoeuf)

Hosted by Alan Shepard

MTI Film & Video, 1986 (16 minutes)

The viewer is instructed in pooling collective imagination to spark new ideas, unleash creativity, engineer ideas into problem-solving strategies, and build team spirit which will fuel cooperation and productivity at all levels.

Improving Employee Performance

Management Basics in Action series

MTI Film & Video, 1985 (10-1/2 minutes)

This discussion of a basic management task illustrates how to deal with common performance problems: absenteeism, tardiness, personality conflicts, problems with paperwork, and an inability to handle job responsibilities.

In Search of Excellence

By Thomas J. Peters

Harper & Row, 1982 (88 minutes)

Learn about management strategies of some of America's successful companies. Peters focuses on

three major themes and how excellent companies have benefited from their use: innovation, productivity through people, and shared values.

Intrapreneurs

CRM McGraw-Hill Films, 1988 (55 minutes)

To encourage employees to devote the energy and effort to come up with innovative ways of doing business, managers must learn to nurture the entrepreneurial spirit within their departments and within the entire organization. This video focuses on four examples of "intrapreneurship."

The Intuitive Manager

(Based on the book by Roy Rowen)
MTI Film & Video, 1986 (34 minutes)

Rowen's work focuses on the concept of intuition as a management tool. Intuition is knowledge gained without rational thought. New ideas spring from a mind that organizes experiences, facts, and relationships to discern a path that has not been taken before. Intuition compresses years of learning and experience into an instantaneous flash.

The Leader Within with Dr. Warren Bennis

By Dr. Warren Bennis and Eric Nowlin
Video Publishing House, Inc., 1989 (64 minutes)

Dr. Bennis gives his perspectives on the different types of leaders that can be found in these volatile times. He profiles several managers and tells why, to be a good manager, you must first be a good leader.

Leadership: Style or Circumstances

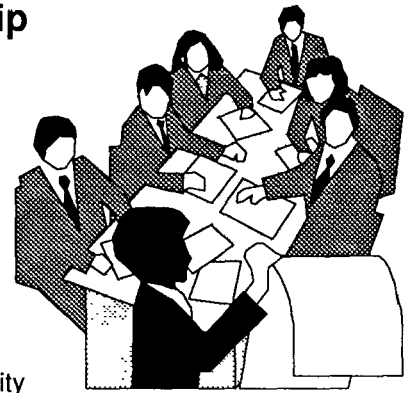
By Judith Dancoff
CRM McGraw-Hill Films, 1975 (28 minutes)

This video focuses on the specific leadership theory developed by management psychologist Fred E. Fielder called "contingency model," which asserts that anyone, given the right circumstances, can be a good leader. This involves changing the organization — not an easy proposition — to create a circumstance that will stimulate a person's positive leadership potential.

The Leadership Alliance

By Tom Peters
Video Publishing House, 1988 (64 minutes)

Tom Peters goes on-location with four outstanding leaders in the educational community and industrial organizations telling about their leadership styles.



Leadership and the One Minute Manager

By Kenneth H. Blanchard
CBS/Fox Video, 1985 (85 minutes)

Blanchard shares his views on "situational leadership." Included are discussions of four leadership styles: directing, coaching, supporting, and delegating; choosing an appropriate leadership style; and managing expectations and reaching agreements with people you manage about the leadership style they need from you in order to be able to accomplish the goals you set.

Leadership Secrets of Attila the Hun

By Wess Roberts
MTI Film & Video

History's most aggressive entrepreneur is the role model for this fundamental yet revolutionary approach to people management. You'll learn to embody the timeless and effective leadership qualities of Attila the Hun; qualities that you, your managers and your executives may need to meet the challenges of today's corporate world.

Learning to Think Like a Manager

CRM McGraw-Hill Films, 1983 (25 minutes)

Watch this discussion of the mistakes commonly made by new managers and learn how to avoid them. The video suggests that upper management plays an active

role in training new managers. The central message is that becoming an effective manager takes time.

Listening Leaders

Nathan/Tyler

Video Arts Inc., 1989 (30 minutes)

Customers are a vital source of information about quality. This video shows you how to tap into that source by creating a "customer listening loop," a continuing two-way conversation that will fundamentally improve your product or service. In visits to the GE Answer Center, the J.C. Penney store in Plano, Texas, Riverside Hospital in Columbus, Ohio, and Polaroid's Customer Resource Center in Cambridge, Massachusetts you will see how an effective customer listening system works.

Making Advances: What Organizations Must Do About Sexual Harassment

MTI Film & Video, 1988 (36 minutes)

Hosted by TV news anchorman Bill Kurtis, this video makes use of interviews with top EEOC officials and Affirmative Action professionals in the business environment to explore the EEOC definition of sexual harassment and how its most recent guidelines apply in today's workplace.

Manager-to-Manager: Dealing with Difficult People

By Jack Noon

MTI Film & Video, 1987 (10 minutes)

Jack Noon, in one of five programs, describes critical steps in gaining control and reducing the stress of working with aggressive or authoritarian people. He suggests that you remain calm and emotionally detached, keep the conversation job-related, and appeal to the other person's competence.

Manager-to-Manager: Gaining Cooperation From Peers

By Jack Noon

MTI Film & Video, 1987 (12 minutes)

In one of five programs, Jack Noon provides detailed guidance for obtaining cooperation from peers, including suggestions such as appealing to the broader company or department goals, offering and committing to reciprocal cooperation in the future, setting up schedules and following up ahead of deadlines to reinforce the need for assistance.

Manager-to-Manager: Getting Approval from Authorized Department

By Jack Noon

MTI Film & Video, 1987 (12 minutes)

Jack Noon discusses steps to promote greater understanding between staff managers and line managers. In one of five programs, he suggests that interactions between managers will be more effective if the managers are prepared, exchange written rationales for various projects, accept that there will be differences, try to understand the other's point of view and agree on the solution of problems.

Manager-to-Manager: Helping Colleagues Handle Problems

By Jack Noon

MTI Film & Video, 1987 (13 minutes)

Jack Noon, in one of five programs, describes the steps managers can follow when helping other managers work out effective solutions. The steps include finding out about the problem objectively, outlining ways you can help, working out a plan of action, implementing and planning commitments, and providing feedback.

Manager-to-Manager: Overcoming Resistance to Change

By Jack Noon

MTI Film & Video, 1987 (12 minutes)

In one of five programs, Jack Noon describes critical steps to diffuse natural fear and resistance to change in organizations, including outlining benefits of change, anticipating rational and irrational objections and offering solutions, uncovering real concerns and offering time to adapt to change.

Managers with Impact: Versatile and Inconsistent

(Based on articles by Wickham Skinner and Earl Sasser)

The Harvard Business Review Video Series
MTI Video and Film, 1986 (30 minutes)

Skinner and Sasser's work shows that managers with impact are versatile and inconsistent. This video provides a profile of managers who make a difference. For each managerial situation such managers make an individual analysis, set a short-term goal, and maintain flexibility.

Managing Problem People

By Peter Henry

Video Arts, Inc., 1988 (85 minutes)

John Cleese stars in this video consisting of six separate films, in each of which the manager, the problem person and the manager's mentor are introduced. Then each specific problem that faces the manager is discussed, the mentor analyzes the problem and makes suggestions, and finally a number of lessons are highlighted over flashback scenes. The Behavioral Approach is used to focus on the particular behavior that is giving rise to the problem.

Managing the Journey: Understanding and Implementing Change

By Dr. Ken Blanchard

Video Publishing House, Inc., 1989 (75 minutes)

Part of the One-Minute Manager series, this video deals with the implementation of change in going to the one-minute manager system and the new relationship between manager and employee that results from this new process.

Managing Up

MTI Films & Video, 1986 (17 minutes)

Learn the skills employees need to effectively manage their own behavior, resulting in successful employee-boss relationships. An employee succeeds when his or her boss succeeds, and that means success for the entire organization.

Managing Your Boss

(Based on the Harvard Business School article by John Gabarro and John P. Kotter)

MTI Film & Video, 1986 (32 minutes)

Using the Boston-based fast-food specialty chain, Au Bon Pain, as a model, the program focuses on how subordinates manage their relationships with their boss, stressing the importance of "managing up" to help companies improve their productivity and employees improve their job satisfaction.

The Massey Triad

Narrated by Morris Massey

Video Publishing House, Inc., 1986 (3 tapes, 60 minutes each)

Massey energetically discusses manager and employee behavior, especially their responses to situations that are new and/or different. The three videos focus on the past, the present, and the future.

Meetings, Bloody Meetings

By Antony Jay

Xicom Video Arts, 1976 (30 minutes)

John Cleese illustrates the skills of handling people in the heat of a discussion, including practical advice and tips for chairmen of meetings. Planning, pre-notification, preparation, processing, and putting it on record are emphasized.

The Middle Manager As Innovator

By Rosabeth Moss Kanter

The Harvard Business Review Video Series

MTI Film & Video, 1984 (34 minutes)

Kanter defines the scope of innovation, focusing on its mechanics: how it is to be achieved, and by whom. From documented case histories of two companies general principles common to any innovation project are developed.

More Bloody Meetings

By Antony Jay

Xicom Video Arts, 1984 (27 minutes)

John Cleese plays the manager who has learned and is applying the lessons of his previous film, *Meetings*,

Bloody Meetings, but even so learns in a dream sequence how badly he is still chairing his meetings. It is brought home to him that he is doing things badly, and we watch him put his new lessons to practice.

Motivation: The Classic Concepts

By Kirby Timmons

CRM McGraw-Hill Films, 1985 (21 minutes)

Five classic motivational theories are this program's subject: McGregor's Theory X and Theory Y, Maslow's needs hierarchy, Herzberg's "hygienes" and "motivators," McClelland's motivational profiles, and Skinner's behavior reinforcement. How these theories operate in the workplace is illustrated.

The One Minute Manager

(By Kenneth Blanchard and Spencer Johnson)

Video Publishing House, Inc., 1982 (50 minutes)

Behavioral scientist Blanchard examines the three secrets of the people side of management — goal setting, praising and reprimanding. The education process starts at the beginning: what makes people behave the way they do and how are poor performers effectively redirected to reach their goals?

A Passion for Excellence

By Tom Peters

Video Publishing House, Inc., 1985 (63 minutes)

Peters describes how successful organizations create and sustain their competitive edge. He discusses how the care of customers, constant innovation and reliance on creative contributors of the staff distinguishes successful organizations from mediocre ones.

Peak Performance: The Winner's Guide to the Top

By Charles Garfield

Nightingale-Conant Corporation, 1985 (58 minutes)

Dr. Garfield discusses skills which are common to all peak performers: motivation through mission, ability to innovate, team-playing to empower others, orientation toward results and continuous self-development.

The Psychology of Winning in Action

Hosted by Denis E. Waitley

Nightingale-Conant Corporation, 1986 (58 minutes)

Waitley describes action steps for self-development and attaining high performance. These include enhancing self-esteem and positive self-expectancy, recognizing the importance of positive self-control, and the importance of setting attainable goals.

Putting the One Minute Manager to Work

By Kenneth Blanchard and Robert Lorber

Video Publishing House, Inc., 1984 (60 minutes)

Blanchard and Lorber, in this chapter from their One-Minute-Manager series, discuss the secrets of putting the one-minute-manager to work. They explain the ABC's of management (A-Activator, B-Behavior and C-Consequence) and give examples of how to implement them.

The Quality Revolution

Narrated by Collin Siedor

MTI Film & Video, 1989 (38 minutes)

The Quality Revolution asks the question: How did American manufacturers lose their competitive edge and worldwide dominance in the years following World War II? It answers that question by telling the stories of Ford Motor Company, Globe Metallurgical, Inc., and Eastman Kodak Copier Products Division.

Race & Sex Discrimination in the Workplace: What you Need to Know

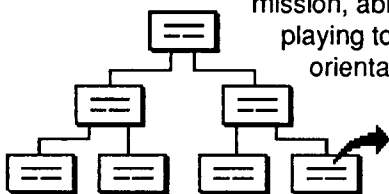
MTI Film & Video, 1990 (21 minutes)

Gain an understanding of issues of racial and sexual discrimination as they occur at work. The program addresses options you may have if it happens to you.

Speaking Effectively ... to One or One Thousand

CRM McGraw-Hill Films, 1980 (23 minutes)

Learn about concise keys for improving communication skills: act naturally and relaxed; control your language and vocal qualities; watch your words and intonation.



Stepping Up to Supervisor

CRM McGraw-Hill Films, 1985 (20 minutes)

Stepping Up to Supervisor discusses issues that new supervisors face, including establishing authority and obtaining cooperation. New supervisors are alerted to mistakes commonly made during the early stages of a management career and strategies are offered for avoiding these common pitfalls.

Taking Disciplinary Action

Management Basics in Action series

MTI Film & Video, 1985 (22 minutes)

Another program focusing on basic management tasks, *Taking Disciplinary Action* discusses what to do when an employee's problem has been discussed before and changes have not been made. This chapter outlines a step-by-step approach for dealing quickly and firmly with problems as they arise.

Team Building: How to Motivate and Manage People

With Mark Sanborn

CareerTrack Publications, 1989 (2 volumes)

In the first volume of this package, Mark Sanborn shows how teamwork leads to greater productivity and creativity. He examines how to find the best team members and lead them to be their best. In Volume Two, Sanborn explores ways to motivate a team to achieve manager and company goals, how to communicate effectively with co-workers and clients, and how to evaluate a team.

Time Management: Ideas That Work

JWA/Encoders, 1989 (46 minutes)

This lesson highlights the following time-management ideas that work: 1) overcoming the biggest time wasters, 2) dealing with interruptions, 3) coping with crises caused by others, 4) handling those mounds of paperwork, 5) conducting more productive meetings, 6) dictating to save time, and 7) putting an end to procrastination.

Transactional Analysis

By Linda L. Phillips

CRM McGraw-Hill Films, 1974 (22 minutes)

Phillips proposes transactional analysis as a method of dealing with interpersonal problems, communication breakdowns, and the "playing of games," the big energy waster of all organizations. Transactional analysis is a type of psychotherapy developed by Dr. Eric Berne that emphasizes effective communication.

The Unorganized Manager

By Jonathan Lynn, Andrew Marshall and David Renwick

Video Arts, 1983 (4 cassettes: 24 minutes, 26 minutes, 20 minutes and 28 minutes)

John Cleese portrays the title character in this set of videos which detail a manager's errors in organizing himself and others and then demonstrate time management and effective delegation. Also explained is how a manager can organize his or her workers and help them understand their responsibilities, performance standards and goals.

Verbal Communication: The Power of Words

CRM McGraw-Hill Films, 1981

The principles and pitfalls of communication are examined in an entertaining and informative manner. This video concentrates on the responsibilities of the sender of the communication. It examines the techniques available to assure the best possible control over the complete communication process.

What If We Could Start Over?

By Dale Robertson

U.S. Forest Service, 1988

The video is adapted from a speech given at EPA on June 17 by Dale Robertson, Chief of the U.S. Forest Service, who documents how the Forest Service is caring for the land and serving people with renewed commitment and redirected energy. It describes how the Forest Service initiated a program directed at improving organizational effectiveness by capitalizing on the real strength of the organization, the people who work there.

Where There's a Will...

Video Arts, 1987 (29 minutes)

This video emphasizes that being in charge of a group of people doesn't mean having to have all the answers,

but rather entails using the group to help find the answers and to achieve the required results of the department or section.

A World Turned Upside Down

Narrated by Tom Peters

Video Publishing House, Inc., 1986 (31 minutes)

In this analysis of corporate excellence, Peters asserts that in order to meet foreign competition a new breed of company must emerge. He looks at ten basic business functions and outlines the old and new attitudes organizations have toward these areas, providing examples of new-breed companies for each category.

You'll Soon Get the Hang of It

By Arthur Dickenson and Tina Tietjen

Video Arts Inc., 1981 (29 minutes)

Learn the basic psychology of training and motivation, as John Cleese shows how to facilitate passing on knowledge and skills to a trainee. In a variety of situations, Cleese delivers the essential points and illustrates the major pitfalls.

Your Attitude is Showing

CRM Films, 1988 (18 minutes)

See how attitudes can affect individual and team job performance. Demonstrated are the role of attitude in daily work and the involvement of others in determining attitude. A direct correlation is established between positive attitudes and increased production.

HAZARDOUS WASTE SUPERFUND COLLECTION

Note: Videos in the Hazardous Waste Superfund collection do not circulate, except with the permission of the Hazardous Waste Superfund Librarian, (202) 260-5934.

All the King's Men

(3/4-inch tape)

Presented here is coverage of a tire fire in Winchester, Virginia.

Burial Ground

Thomas McCann & Associates, 1982

Drawing upon several case records to develop a fictional account of what occurs when a hazardous waste generator violates state and federal laws, this video highlights the responsibilities of the generator, fines, cleanup costs, and damage suits.

Chemical Emergency Preparedness Program: Title III

U.S. Environmental Protection Agency, 1987 (5 tapes: 53 minutes, 37 minutes, 40 minutes, 59 minutes, 59 minutes)

This EPA videoconference is available in both VHS and 3/4-inch formats.

Community Awareness & Emergency Response: Planning Emergency Exercises

Chemical Manufacturer's Association, 1987 (10 minutes)

The CMA presents a summary of four commonly used emergency response exercises. The pros and cons of "table top," "drills," "field exercises," and "emergency operator simulation" exercises are discussed.

The Day Before....

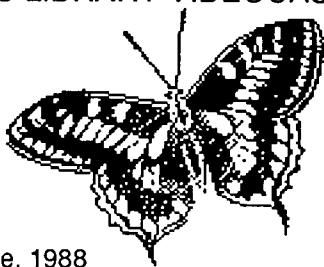
U.S. Environmental Protection Agency (23 minutes, 3/4-inch tape)

Chemical response planning through simulation is discussed in this presentation.

Effective Management of Underground Storage Systems

American Petroleum Institute, 1988
(27 minutes)

The problems associated with underground storage tanks are presented. The video emphasizes that managers of underground storage tank systems need to be encouraged to exercise preventive maintenance so that leakage, corrosion, and rusting do not occur.



Field Installation of a Vadose Zone Monitoring System Installed at Allied-Signal, Metropolis, Illinois

U.S. Environmental Protection Agency, 1989
(12 minutes)

First Responder Training Program

Chemical Manufacturer's Association, 1985
(32 minutes)

Prospective measures for personnel involved with first response hazardous waste cleanups are highlighted. While the video does not inform viewers of procedures for handling hazardous waste, it summarizes basic techniques that can be used to reduce the risk of exposure. Accompanied by a booklet.

The Geneva Site

U.S. Environmental Protection Agency, Emergency Response Team (40 minutes, 3/4-inch tape)

A specification for a four-well cluster of monitoring wells.

Handling Hazardous Waste

BNA Communications, Inc., 1987 (7 tapes)

A video workshop:

- Tape 1 (15 minutes): An Introduction.
- Tape 2 (19 minutes): Packaging Hazardous Waste.
- Tape 3 (13 minutes): Transporter Checklist.
- Tape 4: Uniform Hazardous Waste Manifest.
- Tape 5 (13 minutes): Lab Packing.
- Tape 6 (18 minutes): Disposal Facility
- Tape 7 (20 minutes): Liquid Hazardous Waste

Hazardous Waste: Who Bears the Cost?

Umbrella Films, 1981 (28 minutes)

Citizens in Woburn, Massachusetts discuss their concerns about hazardous waste in their community. The video presents a variety of opinions held by citizens, businesses and government officials concerning hazardous waste management.

Health and Safety for UST Inspectors

U.S. Environmental Protection Agency, 1989

This extensive video workshop on petroleum tank safety procedures for underground storage tank inspector trainees is presented as a series of modules.

Module 1 (24 minutes): Fires and Explosions.

Module 2: Toxicity of Petroleum Products. Part 1: Paths of Exposure. Part 2: Specific Petroleum Constituents.

Module 3: Oxygen Depletion and Confined Space Safety.

Module 5: Monitoring Instruments, Permissible Exposure Limits.

Household Hazardous Waste: State Legislative Issues

Multivision of Denver, 1987

Actions states have taken to regulate household hazardous waste are summarized in this video. The film presents a variety of options legislators have, in the absence of RCRA jurisdiction, for regulating household hazardous waste.

Introduction to Hazardous Materials, Chemicals, Substances and Waste

TSP Inc.

Viewers learn of the different types and characteristics of hazardous waste. Particular emphasis is placed on the influence of wastes within water. The video also addresses the purpose and contents of the Clean Air Act.

It Can't Happen Here

Commonwealth Films, Inc., 1987 (30 minutes)

The purpose of this video is to make managers and employees aware of the safe handling of chemicals

and hazardous and solid waste. Through the dramatization of a chemical accident, employees are reminded that they must comply with all laws, regulations, and safety standards related to the handling of hazardous waste.

Lee Thomas Overview

U.S. Environmental Protection Agency

The subject of this excerpt from an early 1987 video conference is SARA, the Superfund Amendments and Reauthorization Act of 1986.

LRT: The Liquid Release Test

Research Triangle Institute, 1988 (14 minutes)

Method 9096 is demonstrated in this effective training tool. The LRT is performed in a visually clear way, covering all the apparatus carefully. It contains a computer-animated simulation of the test which gives the viewer a valuable understanding of the inner workings.

Main Street

1987 (18 minutes)

This program informs its viewers of common hazardous wastes, the health and environmental impact of these wastes, and procedures used for removing them. Resources that may be used to locate further information are mentioned. Accompanied by participant's and trainer's manuals.

New Superfund: What it is, How it Works

National Archives Trust Board, 1987 (6 hours) (6 tapes)

This video, consisting of six tapes, is the complete 1987 nationwide conference on Superfund. It is available in both VHS and 3/4 inch format.

Permit Writer's Training Manual

Regeants of the University of Michigan, 1989 (1 hour, 25 minutes)

Geared toward waste management under RCRA and the administration process involved, this tape reviews

the contents of a permit application, reviews technical standards, and points out opportunities for public involvement.

Petro-chemical Tanker *Puerto Rican* Spill Off San Francisco

Videoreel, 1991 (18 minutes, 3/4-inch tape)

RCRA Orientation Program: 1990 Edition

U.S. Environmental Protection Agency, 1990 (1 hour, 5 minutes)

The video and accompanying training manual provide introductory information on the solid and hazardous waste management programs under RCRA. The materials review regulatory requirements for non-hazardous, hazardous and medical wastes as well as RCRA's relationship to CERCLA. The film and manual were developed by EPA in conjunction with the Association of State and Territorial Solid Waste Management Officials and the University of Michigan School of Natural Resources.

RCRIS National Teleconference Part 1

This first of a two-part series discusses the results of the 1990 RCRIS database pilot program. It presents an overview and demonstration of the system. In addition, panel discussion with program participants are included.

RCRIS National Teleconference Part 2

This second of a two-part series discusses the results of the 1990 RCRIS database pilot program. The segment focuses on interviews with program participants who discuss customizing RCRIS and the system's effectiveness for compliance officers.

RCRIS Instructional Series Part 1

This video describes the RCRIS database system through an eight-segment presentation. Part 1 includes an overview of RCRIS, covering such topics as facility identification, permitting, closure and enforcement.

RCRIS Instructional Series Part 2

Continuing the explanation of the RCRIS database, this video describes the system's application to RCRA in areas of corrective action, program management and facility management planning.

RREL/RCB Research Program

Foster Wheeler Enviresponse, Inc., 1990 (60 minutes)

Safety and Economy: Hazardous Waste Transportation

Amplex Corporation, 1986 (2 hours)

An exploration of issues related to the transportation of hazardous waste is the subject of this program. The following are covered: 1) the roles of the federal and state governments in transportation regulation, 2) industry compliance, 3) the problems associated with the decentralization of hazardous waste transportation policy.

Sampling Techniques

University of Michigan, 1988 (30 minutes)

Straight Talk On Leak Detection

With Joe Thursday
U.S. Environmental Protection Agency,
1990 (30 minutes)

Joe Thursday and tank owners address the problems of Underground Storage Tank (UST) regulation compliance.

Strategy of Crisis Response

U.S. Environmental Protection Agency (24 minutes, 3/4-inch tape)

Superfund Implementation Meeting

U.S. Environmental Protection Agency, 1986

Eight videocassettes describe the Superfund Amendments and Reauthorization Act (SARA) and new

regulatory requirements and authorities as of November 1986. Topics include: remedy selection, health assessment, enforcement settlement, removals, research and development and Title III. Accompanied by a booklet of information summarizing the contents of the tapes.

Superfund Innovative Technology Evaluation (SITE) Program

Foster Wheeler Enviresponse, Inc. (1 hour, 15 minutes)

This program summarizes SITE Program monitoring of innovative technologies at Superfund remedial locations to judge the applicability of the technology to other sites, and to assist in the determination of whether the technology meets RCRA and CERCLA requirements for remediation.

Survey of Coal Tar Contaminated Area

Narrated by Tom Massey and Joe Laforara
U.S. Environmental Protection Agency (15 minutes, 3/4-inch tape)

Features a site located at Brodhead Creek, Strasburg, Pennsylvania.

Tank Closure Without Tears: An Inspector's Safety Guide

New England Interstate Water Pollution Control Commission, 1988 (30 minutes)

State and local underground storage tank inspectors will find answers in this video to questions of tank closure safety.

Toxic Release Inventory: Meeting the Challenge

U.S. Environmental Protection Agency, 1988 (19 minutes)

Section 313 of the Superfund Amendments and Reauthorization Act of 1986 and its requirements and reporting procedures are the subject of this program. The benefits that the Toxic Release Inventory will provide for both the generator of hazardous waste and the community are summarized.

Waste Not: Reducing Hazardous Waste

Umbrella Films, 1988 (35 minutes)

Gain a broad overview of waste reduction methods. A step-by-step approach to establishing a source reduction program is presented. Accompanied by a booklet.

Your Right to Know: Hazardous Communication Labels

J. J. Keller & Associates, 1987

Viewers learn how to interpret labels that are affixed to hazardous substance containers.

